**POLLING AGENT CHECKLIST – Normal/Early voting**

Election dated

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Constituency | **P** | No | Name of constituency | **N** | No | Name of constituency |
| Polling Centre | / | No | Name of school/hall | Stream | | Stream number |
| Name of Candidate | **Parliament** or **State** delete as appropriate | | |  | | |
| Name | | | | | |
| Polling Agent | No 1 Name | | | No 2 Name | | |
| Station Master & phone |  | | | | | |

Checklist before arrival for voting

|  |  |  |
| --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Remarks |
|  | **Before arrival** | |
|  | *Dress up conservatively and comfortably. Plain clothes with neutral colours & no wordings (not even in support of NGO), keeping in mind temperature (usually only ceiling fans available) and religious sensitivities (no sandals; Men: collared short/T-shirt, long pants; Ladies: dressed modestly; no skirt above knees, sleeveless)* |  |
|  | *Arrive at the designated meeting point as instructed by Station Master (usually at pondok panas (for PA1) at 6.45am) with*   * *IC* * *Handphone charged and sufficient credits; smartphones should have sufficient data plan/quota* * *Small torchlight (handphone light may not be enough)* * *Additional IC size photo* * *Spare pens, paper & calculator* |  |
|  | *Collect the following from station master*   * *Red Form A, Oath of Secrecy* * *White Appointment Letter authorizing you as PA* * *SPR tag – check colour code & authorization (PA, CA or BA)* * *PACA kit* |  |
|  | *PACA kit is for your stream only and should include*   1. Electoral roll 2. Sample Forms 13, 14, 753 3. Sample accepted and rejected Ballot Papers 4. Pencil, Eraser, Sharpener, Pen & Ruler 5. Permanent marker pen 6. Empty paper & Paper clip 7. Three Objection Letters   Optional   1. Glue and tape 2. Training slides 3. PA & CA checklist 4. Relevant pages of Act & Regulations |  |
|  | *Enter voting stream (for PA1) at 7.30am or when allowed by PO and show*   * *IC* * *Red Form A, Oath of Secrecy* * *White Appointment Letter authorizing you as PA* * *SPR tag*   *Be polite but firm. Refer to the Act & Regulations as advice to PO but not arrogant or judgemental* |  |

Checklist before commencement of voting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Section No | Completed | Remarks |
|  | **Facilities** | | | |
|  | Facilities enable voter to mark ballot paper in secret  *Check windows closed* | Reg 13 (3) | PA sign & time |  |
|  | *No posters, symbols, wordings or pictures of any political party or candidate (except of King, Sultan & Governor)* | | PA sign & time |  |
|  | *PO and all clerks do not have any insignia, symbols or wordings of any political party or candidate* | | PA sign & time |  |
|  | *Position yourself so that you have good visibility of the PO’s desk, all 3 clerks, all voting booths and the door* | | PA sign & time |  |
|  | *Agree with PO that phones may be used provided it does not interfere with voting. If not agreed, ask to be allowed to text outside room. If not allowed, inform station master.* | | PA sign & time |  |
|  | Not more than one PA per candidate *(note: not party)* | Reg 15 (4) | PA sign & time |  |
|  | **Electoral roll** | | | |
|  | *Compare electoral roll with PO’s copy*   * *Total voter in the stream (350 in Stream 1, up to 700 for all others)* * *Same number of pages* * *Check first & last name & voter number on each page plus any others at random* | | PA sign & time |  |
|  | *Check your electoral roll to make sure no voter is marked except Early and Postal Voters* | | PA sign & time |  |
|  | *Note against voter name if informed that the voter is overseas & will not be voting (usually Station Master will inform you).* | |  | |
|  | **Ballot Box** | | | |
|  | Ballot Box must not enable ballot paper to be taken out except by unlocking | Reg 18 (1) | PA sign & time |  |
|  | PO must show everyone ballot box is empty | Reg 18 (2) | PA sign & time |  |
|  | PO must lock ballot box & affix with clip & tape; Tape signed by PO & PA. *Sign with permanent marker/ink. Take photo of ballot box if allowed.* | Reg 18 (3) | PA sign & time |  |
|  | **Ballot papers** | | | |
|  | *PO to count ballot books, inspect them to ensure running number order, none missing, 50 to each book, clean & not defaced.* | | PA sign & time |  |
|  | *Non-complying ballot papers to be removed, stamped ‘Rejected’ & kept in separate envelope* | |  | |
|  | *PO to fill in Form 13 part A. Check ballot papers matches to Form 13 part A. Copy details onto your copy of Form 13.* | | PA sign & time |  |
|  | *Ballot Papers must have serial number on top left-hand corner and the same number on the counterfoil and must be foldable* | | PA sign & time |  |
|  | *PO must account for all ballot papers by 30min before start of polling (eg., by 7.30am if 8am start)* | |  | |
|  | *Total number of Ballot papers with PO* | |  | |
|  | *List down the serial numbers (ensure there are 50 in each book)* | |  | |
|  | **Rubber Stamp** | | | |
|  | *Clerk stamp on Form 753. Ask to stamp on yours. If refused, take note of serial number but do not inform anyone outside the room* | | PA sign & time |  |
|  | Arrival time | |  | |
|  | Entry into Polling Stream | |  | |
|  | Time voting commenced | |  | |
|  | Signed By Polling Agent No 1 | |  | |

PO – Presiding Officer of the Stream/Room or Ketua Tempat Mengundi (KTM)

Reg – Regulation No of Elections (Conduct of Elections) Regulations 1981 or (Peraturan Pilihan Raya (Penjalanan) 1981)

Guidance for Polling Agent

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Section No | Irregularities Noted |
|  | *Clerk 3 do not have any writing stationery* | |  |
|  | *IC checked (by Clerk 1)* when voter requests ballot paper. Voter finger (usually left index finger) checked for no indelible ink*.*  Number & name of voter called out. | Reg 19 (2) (3) |  |
|  | *Identity documents accepted: IC, passport, diving license, temporary IC or police report receipt (note if used)* | |  |
|  | If OK, voter’s left forefinger dipped into ink by *(by Clerk 2).* | Reg 19 (4) |  |
|  | Electoral roll is marked against voter’s name *(by Clerk 1). Mark on your electoral roll* | Reg 19 (5) |  |
|  | Ballot paper stamped and issued to voter *(by Clerk 3). Should not have pens/pencils.* | Reg 19 (6) |  |
|  | PO/Clerk may explain process to voter within hearing of PA, but not action that can be construed as advice. | Reg 19 (9) |  |
|  | Disabled voter can be assisted by citizen >21 years old or PO; Form 10 to be filled in. *Note down in electoral roll that Form 10 issued. If no assistant, offer yourself as assistant.* | Reg 19 (10)(11) |  |
|  | PO to ensure no voter delays behind screen when marking ballot paper. *Listen for any noise or action behind screen – no photographs or digging into pockets.* | Reg 19 (12) |  |
|  | If voter (i) refuses to show finger; (ii) finger already marked; (iii) electoral roll already marked, PO to refuse ballot paper; PO to fill in Form 10A in presence of witness. *Note down in electoral roll that Form 10A issued* | Reg 19A (1)(2)(3) |  |
|  | If there is any doubts on identity of voter, PO to fill in Form 11. *Note down in electoral roll that Form 11 issued* | Reg 20 (1) |  |
|  | Voter may return spoilt ballot paper and PO may issue new one if satisfied not on purpose; Spoilt ballot paper to be cancelled. *Note down serial number of spoilt ballot paper.* | Reg 21 |  |
|  | *If you have any issue, put up your hand and speak only to PO, not clerk. If PO does not accept your objection, consider issuing an objection letter. Otherwise, or if PO refuses to accept objection letter, note down the details & time.* | |  |
|  | *If PO ask you to leave after 2 hours, refer PO to EOA or Slide 95 PO Training Deck 1* | EOA s14 (1A) |  |
|  | **Advance voting** | | |
|  | Advance voting available for police or armed forces & their spouses | Reg 27A (1) |  |
|  | Police & armed forces personnel approved for postal voting may not vote in advance voting | Reg 27A (3) |  |
|  | **Requirements imposed on all EC workers and Candidate agents** | | |
|  | Take oath of secrecy | EOA s5 (1) |  |
|  | Cannot communicate any details regarding name or voting no of any voter before poll close | EOA s5 (2) |  |
|  | Cannot try to find out candidate for whom voter has/intend to vote | EOA s5 (3) |  |
|  | Cannot communicate with voter between receipt of ballot paper & inserting into box (except PO) | EOA s5 (5) |  |
|  | Cannot communicate stream stamp before poll close | EOA s5 (6)(a) |  |

EOA – section number of Election Offenses Act

Checklist for Polling Agent 1 handover to Polling Agent 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | Handover items | Completed | Remarks |
|  | Hourly number of ballot papers issued | PA sign & time |  |
|  | Form 13A issued/ details of Form 13A | PA sign & time |  |
|  | Any Form 10A issued | PA sign & time |  |
|  | Any Form 11 issued | PA sign & time |  |
|  | Any Protest Letters | PA sign & time |  |
|  | Any verbal agreement with PO | PA sign & time |  |
|  | Any warning issued by PO to PA | PA sign & time |  |
|  | Any warning issued by PO to clerks | PA sign & time |  |
|  | Any warning issued by PO to voters | PA sign & time |  |
|  | Any unusual voting | PA sign & time |  |
|  | Any complaint by voters | PA sign & time |  |
|  | Any non-compliance/unusual behaviour by PO, clerk or the other PA | PA sign & time |  |
|  | PACA kit handed over to PA2 | PA sign & time |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ballot papers** | Total issued to voter | Total cancelled |
|  | Pre-opening of voting |  |  |
|  | 8am-9am |  |  |
|  | 9am-10am |  |  |
|  | 10am-11am |  |  |
|  | 11am-12 noon |  |  |
|  | 12 noon-1pm |  |  |
|  | 1pm-2pm |  |  |
|  | 2pm-3pm |  |  |
|  | 3pm-4pm |  |  |
|  | 4pm-5pm |  |  |
|  | Arrival time of PA2 |  | |
|  | Handover time to PA1 to PA2 |  | |
|  | Time departure of PA1 |  | |
|  | Signed By Polling Agent No 1 |  | |
|  | Signed By Polling Agent No 2 |  | |

Checklist after closing of voting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement  *(italics are not regulatory)* | Section No | Completed | Remarks |
|  | Ballot papers cannot be issued after closing time; Voters in room already issued ballot papers may vote. *‘in room’ could include queue outside.* | Reg 23 | PA sign & time |  |
|  | *Ask PO to cancel any ballot papers that have been stamped but not issued to voters.* | | PA sign & time |  |
|  | *If there is time, calculate turnout of voters from electoral roll and compare with Form 13 & PO’s Form 720. However, give priority to keeping ballot boxes in view, especially if there is constant activity around ballot boxes.* | | PA sign & time |  |
|  | PO must secure *opening* & affix with tape; Tape to be signed by PO & PA. *Check morning seals are still intact.* | Reg 24 (1)(a) | PA sign & time |  |
|  | PO to determine no of ballot papers issued to voters, no unused & no spoilt. *Check with your records.* | Reg 24 (1)(b) | PA sign & time |  |
|  | PO prepares & certify Form 13; PA to sign. *Request for a copy stamped & signed by PO.* | Reg 24 (1)(c) | PA sign & time |  |
|  | *If PO does not give extra copy, fill in your copy of Form 13. If PO does not allow to sight Form 13, refer PO to slide 68 of PO Training Deck 2* | | PA sign & time |  |
|  | Unused & spoilt ballot papers, counterfoils & marked copies of electoral roll to be kept in a single packet, affixed with tape, signed by PO & PA. *(Sign with permanent marker/ink. Take photo of ballot box & package if allowed)* | Reg 24 (1)(d) | PA sign & time |  |
|  | PO to inform PA when counting will start | Reg 24 (2) | PA sign & time |  |
|  | If PO to preside at counting at >1 place, ballot boxes & packet to be opened *and merged*. Form 13 to be reissued. *PA to re-sign ballot box if re-secured.* | Reg 24 (3) | PA sign & time |  |
|  | *Sit in room in full view of ballot boxes & package. If asked to leave room to rearrange for counting, make sure doors are open & you can view ballot boxes & package. If door closes, bang on door to be let in until they reopen* | |  | |
|  | *If PO closes room for dinner/prayers, ensure door is locked but windows open for you to watch the ballot box.* | |  | |
|  | (A) Total no of ballot papers issued | |  | |
|  | (B) Total no of spoilt ballot papers | |  | |
|  | (C) Total no of unused ballot papers | |  | |
|  | (A) (B) + (C) = total on Form 13A | |  | |
|  | Close of Polling Stream | |  | |
|  | Time last voter voted | |  | |
|  | Time PA outside room | |  | |
|  | Time handover to Counting Agent | |  | |
|  | *PA2 should not leave the room until CA takes over. Backup the CA by staying outside the room until counting starts.* | |  | |
|  | *Pass relevant portion of PACA kit to CA* | |  | |
|  | *Pass all details and PACA kit not handed over to CA to Station Master before leaving Election Station.* | |  | |
|  | Signed By Polling Agent No 2 | |  | |